

COMMONWEALTH OF VIRGINIA

Department of General Services
Division of Consolidated Laboratory Services

TUNING FORK LABORATORY CERTIFICATION ON-SITE INSPECTION CHECKLIST
Protocol for the Certification of Laboratories Performing Tuning Fork Certification Testing

Facility Name: _____ Lab ID: _____
Assessor: _____ Analyst: _____ Inspection Date: _____

ATTACHMENTS ☐ **Laboratory Equipment List, DGS-35-098 or equivalent**
☐ **Laboratory Personnel List, DGS-35-100 or equivalent**
☐ **Laboratory Quality Manual Checklist, DGS-35-096**

| Item | Reference | Requirement | Yes | No | Comments |
|------|-----------|-------------|-----|----|----------|
|------|-----------|-------------|-----|----|----------|

EQUIPMENT

| | | | | | |
|----|-------------------|--|--|--|--|
| 51 | Protocol §III.B.5 | Does the equipment list provided by the laboratory correspond to the equipment observed to be in use on site? | | | |
| 52 | Protocol §III.B.8 | Is documentation of equipment calibration and maintenance available? | | | |
| 53 | Protocol §III.B.8 | Does documentation included the dates and types of service performed on each piece of equipment during the past three years? | | | |

RECORDKEEPING (GENERAL)

| | | | | | |
|----|-------------------------|---|--|--|--|
| 54 | Protocol §III.B.14.a.i | Were tuning fork certification records retained for at least three years? | | | |
| 55 | Protocol §III.B.14.a.iv | Were analyst training records also maintained for a minimum of three years? | | | |
| 56 | Protocol §III.B.13 | Were training records, including an initial demonstration of capability, available for each analyst performing tuning fork certification testing? | | | Note: Not Applicable for technicians employed more than 3 y. Labs only required to keep records 3 y. |
| 57 | Protocol §III.B.4 | Did the laboratory have a log of the printed names, initials and signatures of all analysts performing tuning fork certification testing? | | | |

CERTIFICATION RECORDS

| Records Reviewed | Date | Analyst(s) |
|------------------|-------|------------|
| _____ | _____ | _____ |
| _____ | _____ | _____ |
| _____ | _____ | _____ |

Notes/Comments

| TUNING FORK LABORATORY CERTIFICATION ON-SITE INSPECTION CHECKLIST Protocol for the Certification of Laboratories Performing Tuning Fork Certification Testing | | | | | |
|--|--------------------------|---|------------|-----------|-----------------|
| Item | Reference | Requirement | Yes | No | Comments |
| 58 | Protocol §III.B.11.e.i | Were the reference tuning forks observed at the beginning and end of each certification test batch? | | | |
| 59 | Protocol §III.B.11.e.ii | Were the data for the reference tuning forks evaluated to verify that the frequency of oscillation was within ±0.5% of that specified by the manufacturer or the most recent independent certification? | | | |
| 60 | Protocol §III.B.11.e.iii | Was the temperature of the test environment recorded at beginning and end of each certification test batch? | | | |
| 61 | Protocol §III.B.11.e.iv | Was the temperature of the test environment maintained within the range of 20°C – 30°C? | | | |
| 62 | Protocol §III.B.15.a | Was each tuning fork identified by a serial number or other unique identifier? | | | |
| 63 | Protocol §III.B.11.e.v | Was each tuning fork subjected to a minimum of 2 observations that were averaged to calculate the mph equivalent? | | | |
| 64 | Protocol §III.B.11.e.v | Were calculations performed accurately? | | | |
| 65 | Protocol §III.B.14.b | Were all raw data recorded in ink or entered directly into a computer program? | | | |
| 66 | Protocol §III.B.11.e.vi | Had the analysts initialed and dated each page of their work? | | | |
| 67 | Protocol §III.B.14.b | Were corrections to records documented with a single line through the original entry and dated and initialed by the person who made the correction? | | | |
| 68 | Protocol §III.B.11.f.i | Were completed certificates reviewed for transcription errors? | | | |
| 69 | Protocol §III.B.11.f.i | Was each review documented with the date and signature or initials of the reviewer? | | | |
| Notes/Comments | | | | | |

